



Position Available
Part-time Circulation Clerk
Lewisboro Library

The Lewisboro Library is seeking a part-time circulation clerk for 12 hours per week plus 1 to 2 weekends are required.

Hours will increase in the summer months.

Hourly rate: \$17.25 or more with library experience.

Circulation desk duties include checking in and out library materials, registering library cards, accepting fines, shelving library materials, maintaining the hold shelf, maintaining our email recipient list, etc. Other clerical duties and projects as assigned.

Skills/Requirements:

- Excellent customer service skills
- Knowledge of Microsoft Office and Google Suite.
- Dependable
- Attention to detail
- Friendly team-player
- Punctual
- Knowledge of Evergreen circulation system a plus

Please send resume: Cindy Rubino, Library Director

Lewisboro Library

P.O. Box 477

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South Salem, New York 10590

(914) 875-9004

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